

# agreement & travel details 2009

Either fax or post this form (not both)

Please complete and return the TOP PART of this form before 6 June 2009

**FAX this form to +44 1635 523999**

Vacational  
Studies®

**I confirm that I have read, understood and accept the contents of your 'Notes for Parents', 'Notes for Students', Travel Details form, Insurance information sheet and brochure and I agree to be bound by these.**

Signed (Parent):

Signature(s) must appear here

**I confirm that I have read, understood and agree to be bound by the rules of the Course described in the 'Notes' and the brochure.**

Signed (Student/s):

Signature(s) must appear here

**Please complete and return the TOP PART of this form before 6 June 2009. We shall confirm travel arrangements ONLY IF WE RECEIVE THIS FORM BEFORE 6 June 2009.**

Name of student/s:

Address:

Our collection service is free for flights arriving between 12.00 -16.00 at Heathrow Terminals 1, 2, 3 and 5. Our return service is free for flights departing between 09.30-13.00 from Heathrow Terminals 1, 2, 3 and 5 (see Note 2).

## Arrival

Complete EITHER Section 1 OR Section 2 (NOT BOTH).

1. Arrival is on     
Mary Hare Cheam Booking Reference / Locator Code  
at Heathrow Terminal     on   
Flight Number  
from  at   
Airport of Departure Arrival time at Heathrow

I request you to arrange collection at no charge. (See Note 1)

2. Arrival is on   direct at the School. (See Note 3)  
Mary Hare Cheam

3. I wish you to make the following special arrangements on my behalf at cost: (See Note 6)

If the arrival flight is scheduled to land before 12.00, or the departure flight is scheduled to leave after 13.00, I agree that my child/children may wait without staff.

(See Note 6). The ticket(s) are standard and I have not asked the airline for Unaccompanied Minor/Young Person facilities. (See Notes 7 & 8).

## Departure

Complete EITHER Section 4 OR Section 5 (NOT BOTH).

4. Departure is on     
Mary Hare Cheam  
at Heathrow Terminal     on   
Flight Number  
to  at   
Destination Departure time from Heathrow

I request you to arrange return at no charge. (See Note 2)

5. Departure is on   direct from the School. (See Note 4)  
Mary Hare Cheam

6. I wish you to make the following special arrangements on my behalf at cost: (See Note 6)

If scheduled arrival is at Terminal 4 my child/children will meet staff at Terminal 1 arrivals Information Desk. If scheduled departure is from Terminal 4, my child/children will go there alone from Terminal 1. (See Notes 7 & 10).

## Keep these notes for reference

- 1 Flights should arrive between 12.00 and 16.00.
- 2 Flights should depart between 09.30 and 13.00 with check-in no earlier than 09.00 and no later than 13.00.
- 3 Arrival direct at the School should be between 12.30 and 14.30.
- 4 Collection from the School should be before 11.00.
- 5 For reasons of security and safety, British Airports Authority requests that students do not wait at Heathrow for long periods. We arrange the time of our students' return to Heathrow Airport to comply with this request.
- 6 These sections are ONLY for Heathrow arrivals/departures outside our requested times or using Terminal 4, Gatwick, Luton or Stansted arrivals/departures and any other special requests. If we make special arrangements for you, these will be at cost. We do not charge for making special arrangements for you.
- 7 These sentences may not be deleted. If you do not agree, we shall make special arrangements which may be at cost.
- 8 We shall make special arrangements (which may be at cost) for students travelling UM/YJP (Unaccompanied Minor/Young Person).

- 9 After booking the ticket on the airline's web site, ask the airline to include Vacational Studies interest in the booking. Arrangements with SAS are the parents' sole responsibility. Alitalia imposes conditions on meeting young people. We suggest BA instead.
- 10 Heathrow has five Terminals. We have staff at Terminals 1, 2, 3 and 5. We do not go to Terminal 4. All Heathrow Terminal allocations for the summer of 2009 can be found at [http://www.britishairways.com/travel/routedest/public/en\\_gb](http://www.britishairways.com/travel/routedest/public/en_gb).

Terminal 4 and Terminal 1 are connected by a free shuttle bus service. In the event of arrival at Terminal 4, if parents (and we) agree, students can make their own way to Terminal 1 arrivals area ground floor Information Desk to meet our staff. In the event of departure from Terminal 4, if parents (and we) agree, students can make their own way from Terminal 1 and check themselves in.

If flights using Terminal 4 are chosen and parents (or we) do not agree to the above arrangements, we shall make special transport arrangements by taxi or minibus at cost. For guidance, the cost of a single passenger journey to or from Heathrow is £95, to or from Gatwick £115. Sharing reduces the cost by half. Where possible, taxis and minibuses are shared, so the costs cannot be given until all flight information is received by 6 June 2009.

- 11 We can only accept changes if you notify us in writing.